



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
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IN REPLY REFER TO

12451
Ser AIR-7.3.1/99-009
9 Feb 00

MEMORANDUM

From: Commander, Naval Air Systems Command

Subj: AWARDS INSTRUCTION IMPLEMENTATION GUIDANCE

Encl: (1) Subject Instruction

1. The new TEAM-wide Awards Instruction, enclosure (1), documents our policy in implementing an awards program under Navy's two level performance management process. The elimination of annual performance awards, based on the rating of record, is the most significant change in this process. As a result of this change, supervisors and managers must transition to a pattern of rewarding employees at the time of achievement rather than at the end of the performance year.
2. Under the two-level performance management process the responsibility for identifying our Command's top performers for development and promotional opportunities is shifted from the performance management program to the awards program. It is for this reason that on-going and active recognition and documentation of our employees' achievements through a fair and equitable awards program has become more important than ever. This instruction encourages the use of all awards including honorary awards as the Command's means to recognize and distinguish its top performers.
3. I encourage you to use the positive aspects of this new award process to recognize and reward employee achievements and contributions on a continual basis and to use the process as an additional tool to accomplish our corporate goals and objectives.

A handwritten signature in black ink, appearing to read "JA Tinkard", is located in the lower right area of the page.

Distribution:

All Level 1/2/3/4 Competency Managers and Admin Officers:
(NAVAIRSYSCOM (includes PEO's)/NAVAIRWARCENACDIV/
NAVAIRWARCENWPNDIV/NAVAVNDEPOTS/NATEC)



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NAVAIRINST 12451.1
AIR-7.3.1

9 Feb 00

NAVAIR INSTRUCTION 12451.1

From: Commander, Naval Air Systems Command

Subj: AWARDS AND RECOGNITION PROGRAM

Ref: (a) 5 CFR 451
(b) DoD 1400.25-M, Subchapter 451 of Dec 96
(c) NAVAIRINST 1650.1A
(d) SECNAVINST 12451.3
(e) Navy Implementation Guidance 451-01 of 2 Jun 98
(f) 5 CFR 531, Subpart E
(g) NAVAIRINST 12430.5

Encl: (1) Award Handbook
(2) NAVAIR 12451/1 (8/98), Award Nomination

1. Purpose. To establish policy and issue guidelines and procedures for management of the Naval Aviation Systems Team (TEAM) Awards and Recognition Program in compliance with references (a) through (g).

2. Cancellation. This instruction cancels NAVAIRINST 5305.3C of 9 July 1992 and NAVAIRINST 5305.1D of 14 August 1992. Since this is a major revision, changes are not indicated.

3. Scope. This instruction covers the TEAM; including its Program Executive Office (PEO) personnel. Within the limitations of applicable laws and regulations, this instruction also applies to the following employees with the specific provisions outlined below:

a. members of the Armed Forces are only eligible to be paid monetary awards for suggestions, inventions, and scientific achievements. References (b) and (c) provide additional guidance, references, limitations and reporting requirements;

b. non-Navy federal employees are eligible for awards and recognition;

c. employees paid with Non-Appropriated Funds (NAF) are not eligible to receive monetary awards paid from appropriated funds but may receive non-monetary awards under this program;

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d. members of the Senior Executive Service (SES) are eligible for all awards in this instruction with the exception of Quality Step Increases (QSIs) and Sustained Excellence Awards;

e. employees covered under the demonstration project are eligible for all awards contained in this instruction with the exception of QSIs and Sustained Excellence Awards;

f. private citizens and organizations may only be recognized for significant contributions with non-monetary awards, i.e., Honorary Awards. Individuals or organizations having a commercial or profit-making relationship with the TEAM shall not be granted monetary awards through this instruction; and

g. employees covered by an existing collective bargaining agreement containing provisions that differ from this instruction shall be governed by the existing agreement until superseded.

4. Policy. It is the policy of the TEAM to encourage and reward innovation, dedication and excellence by motivating individuals and teams to contribute to the accomplishment of its corporate mission and goals.

a. The TEAM will ensure that incentive awards are budgeted and administered fairly and equitably. Navy requires activities to budget for awards at a minimum of 1.5 percent of aggregate base salaries of covered employees. It is the policy of the TEAM to budget to the 1.5 percent level and execute award funds to the full amount budgeted.

b. A successful awards program depends on early planning and continuous collaboration between competency managers and team leaders throughout the performance cycle. Using a framework of monetary and non-monetary award tools, competency managers and team leaders will reward and recognize individuals and teams for their outstanding contributions in a meaningful and timely manner. These award tools are to be used for recognizing actions beyond normal expectations and for clearly identifying and distinguishing sustained top performers.

5. Authority and Responsibility

a. Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). COMNAVAIRSYSCOM is responsible for establishing an awards and recognition policy, assigning responsibilities at appropriate levels within the TEAM, providing leadership and management support, and reviewing program results. The COMNAVAIRSYSCOM is responsible for assigning members to the Naval Air Systems Command (NAVAIR) Awards Board. With the assistance of the NAVAIR Awards Board, the COMNAVAIRSYSCOM will approve/recommend awards per enclosure (1).

b. Program Executive Offices (PEOs). PEOs will use the policies and procedures outlined in this instruction to award employees within their organization. The process for granting awards to competency employees who support PEOs is outlined in section 5f(1) and (2).

c. **Business Units.** Business units will prepare budgets per the policy contained in this instruction regarding the percentage of salary pool to be allocated for awards. Business units will exercise fiduciary responsibility for the funds utilized in carrying out the awards program within their cognizance. Business units, in collaboration with National Competency Leaders, are responsible for ensuring that adequate funds are available consistent with the policy outlined in this instruction and limits set by law and/or regulation. It is also the responsibility of the business unit to ensure that any and all collective bargaining obligations related to awards are fulfilled.

d. **National Competency Level 1 Leaders.** National Competency Leaders may establish team-wide awards policy implementation guidance, in collaboration with business units, for all local competency leaders, managers, and supervisors to follow. National Competency Leaders will annually review and evaluate the effectiveness of the awards program within their competency and may submit recommendations for policy changes to Assistant Commander for Corporate Operations (AIR-7.0).

e. **Local Competency Managers/Supervisors.** Local competency managers/supervisors execute the Awards Program per the policy contained in this instruction and any National Competency Leaders' awards policy implementation guidance. Local competency managers/supervisors are responsible for recognizing and rewarding deserving individuals and teams. Local competency managers/supervisors will consider award recommendations made by team leaders, taking into consideration the amount of time the employee spent working on teams. Local competency managers/supervisors must review all awards for approval. Specifically, local competency managers/supervisors are responsible for:

- (1) ensuring the award/recognition is based solely on merit and granted commensurate with the value of the employee's contribution or accomplishment;
- (2) selecting the most appropriate form of recognition and awarding it on a timely basis;
- (3) ensuring equity of consideration for awards/recognition within their organization; and
- (4) preserving the program's credibility by documenting the justification for the award/recognition.

f. **Team Leader.** The leader of an Integrated Program Team (IPT), an Externally Directed Team (EDT), an Enterprise Team (ET), or a Product Support Team (PST) should recommend team members to their appropriate competency manager/supervisor for awards. Team leaders have the responsibility to provide direct input to competency managers/supervisors regarding a team member's performance and to recommend either non-monetary or monetary awards, when appropriate. Team leaders and competency managers/supervisors should engage in early planning and continuous collaboration on awards throughout the performance cycle.

- (1) The normal process for granting cash awards will be that team leaders will recommend and competency managers/supervisors review the recommendation for approval and funding. However, in rare instances, and within the limitations outlined in paragraph 6c of this instruction,

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team leaders may provide awards to team members using award funds originally allocated to the team leader's organizational unit. Approval of the team member's competency manager/supervisor and the manager who has fiduciary responsibility for the funds used is required.

(2) Team leaders are encouraged to use non-monetary/informal recognition awards such as coffee mugs, plaques or T-shirts to recognize team accomplishments.

g. NAVAIR Awards Program Administrator (PA). The NAVAIR Awards PA is designated by the Human Resources Office (HRO), (AIR-7.3). The NAVAIR Awards PA will act as the liaison between NAVAIR and higher-level authorities, outside professional organizations, business units, and various groups within headquarters. This includes issuing and managing Quarterly Honorary Award Calls throughout the TEAM. The NAVAIR Awards PA will also monitor the awards and recognition programs throughout the TEAM, providing feedback and quarterly metrics to senior management as appropriate.

h. Local Awards PA. A local awards PA designated by the area commander is the day-to-day point of contact for the administration of the local awards program. The local awards PA will:

(1) ensure regulatory correctness and compliance with law, in consultation with the servicing HRO;

(2) provide guidance to managers, supervisors/competency managers, team leaders and covered employees on program requirements, award alternatives, procedures, documentation and related awards issues;

(3) prepare and maintain records, reports and files;

(4) ensure the availability of certificates, plaques and appropriate informal recognition items;

(5) solicit nominations and coordinate the selection process for honorary awards and forward recommendations for command-wide and above awards;

(6) ensure the proper approvals, authorizations, endorsements and timeframes are met; and

(7) coordinate the processing of awards with the servicing HRO and the applicable Human Resources Service Center (HRSC).

i. NAVAIR Awards Board. The NAVAIR Awards Board will screen nominations for awards that require COMNAVAIRSYSCOM's approval, endorsement, or presentation. AIR 7.0 will recommend Awards Board membership to COMNAVAIRSYSCOM.

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6. Funding

a. Budgeting and Execution Policy. Navy requires activities to budget a minimum of 1.5 percent of aggregate base salaries of covered employees for all types of monetary awards (i.e., Special Act Awards, On-the-Spot Awards, Sustained Excellence Awards, Invention Awards, Beneficial Suggestion Awards). Funds for QSIs and Time-off Awards are budgeted for and paid from salary dollars. The amount budgeted should be determined through collaboration between business unit and National Competency Leaders. It is the policy of the TEAM that business units allocate award funds to the full amount budgeted. Business units who are unable to allocate award funds to at least 1.5 percent shall present the business-based reasons to, and obtain approval from, the NAVAIR Executive Steering Committee (ESC).

b. Metrics. The NAVAIR Awards Program Administrator will provide quarterly metrics to the NAVAIR ESC to monitor award fund budgeting and expenditure throughout the fiscal year.

c. Appropriation and Authorization. Awards, including non-monetary awards such as plaques and similar forms of recognition, are expense costs funded out of activity operating funds. For Naval Air Systems Command Headquarters (NAVAIRHQ), Naval Air Technical Data and Engineering Service Command (NAVAIRTECHDATAENGSEVCOM) and the Training System Division of the Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) personnel, cash awards are paid out of the Operation and Maintenance, Navy (O&MN) Expense Operating Budget (EOB) or other appropriate accounts as applicable for reimbursably funded personnel (as indirect costs). For employees supporting Major Range and Test Facility Base (MRTFB) workload, awards are funded from MRTFB institutional Research and Development (R&D) funding. For employees supporting Navy Working Capital Fund (NWCF) workload, awards are charged to indirect operations overhead of the cost center of the employee receiving the award.

d. Within the TEAM, IPTs are often comprised of both business unit and headquarters personnel. The former may be O&MN, MRTFB, or NWCF financed employees and the latter are funded out of the Headquarters O&MN. Any TEAM official (e.g., team leader or competency manager/supervisor) may recommend an employee for an award, but approval of the financing depends on the funds sought to be charged and the organization having fiduciary responsibility for the cited funds. Organizations desiring to fund awards outside their competency and/or activity (i.e., outside the realm of their fiduciary responsibility) shall transfer funds prior to granting the award.

(1) NAVAIRHQ officials may recommend and fund an award for a NAVAIR business unit employee out of the O&MN awards funds allocated to the headquarters competency to which the official is assigned. Since NWCF activities awards are charged to indirect operations overhead of the cost code of the employee receiving the award, the NAVAIRHQ official shall submit a funding document to the employee's cost code prior to granting the award.

(2) NAVAIRHQ officials may also recommend an award to a NAVAIR business unit employee to be paid out of the operating funds of the activity to which the employee is assigned.

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In this instance, approval and subsequent financing of the award must reside with the official of the organization who has fiduciary responsibility for the cited funds. For example, if a NAVAIRHQ official recommends a Naval Air Warfare Center (NAVAIRWARCEN) employee for an award to be paid out of NWCF, a NWCF official must ultimately approve the award and its subsequent payment as a NWCF indirect overhead expense.

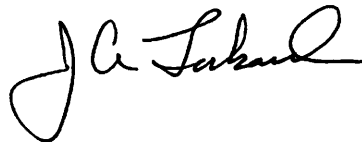
(3) NAVAIR business unit officials may also recommend NAVAIRHQ employees for awards. However, the distinction to be made is that, NAVAIR business unit appropriations/funds cannot be used to finance cash awards for NAVAIRHQ employees. In this case, approval of the O&MN cash award would be required from a NAVAIRHQ official who has fiduciary responsibility for the cited funds.

(4) Joint service team leaders may recommend awards for other service personnel; however, ultimate approval and financing for the awards remains the responsibility of the service to which those persons are assigned.

7. Approval Authority. Enclosure (1) provides approval authorization designations. In the interest of ensuring awards program integrity, two different signatures (nominating and approving) are required. Approving officials should be aware that the approving signature authorizes and designates accountability for the expenditure of government funds.

8. Forms. NAVAIR 12451/1 (8/98), Award Nomination (enclosure (2)) can be reproduced locally and is electronically accessible.

9. Review. The Civilian Personnel Programs and Plans Division (AIR-7.3.1) shall annually review the contents herein and recommend changes, additions or deletions to the COMNAVAIRSYSCOM.



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AWARD HANDBOOK

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INTRODUCTION

The policy of the Naval Aviation Systems Team (TEAM) is to encourage and reward innovation, dedication and excellence by incentivizing individuals and teams to contribute to the accomplishment of the TEAM's corporate mission and goals.

Using the framework of monetary and non-monetary award tools contained herein, competency managers/supervisors and team leaders will fairly and equitably reward and recognize high performers during the course of the performance year. These award tools are to be used for recognizing actions beyond normal expectations and for clearly identifying and distinguishing sustained top performers.

USE OF AWARDS

Using awards to motivate individuals and teams is crucial. Active and fair incentive awards programs help motivate individuals and groups to achieve their greatest potential. Improperly used programs may adversely affect morale, inhibit initiative, and undermine confidence in management. Listed below are some fundamentals for successfully using the awards tools:

- * Identify employees deserving of awards. Avoid showing favoritism and/or singling out one or more individuals, when the achievement was a team effort.

- * Select the most appropriate award tool(s). Recognition and rewards should be appropriate and suitable for the value of the employee's contribution.

- * Reward outstanding performance at the time it occurs to provide strong motivation for employees to maintain their high performance level. Except for several honorary awards, all awards cited in this document may be given at any time during the performance year.

- * Prepare a strong award justification describing the achievement or contribution and linking the outstanding behavior to the award. In many cases, a copy of this document may serve as a lifelong reference or record for the employee's career file. Failure to explain how an individual or group earned an award undermines the credibility of awards to the individual as well as to the rest of the work group.

- * Avoid overemphasis on awards for retiring employees. Managers should focus on rewarding people throughout their careers to emphasize management's appreciation of their special contributions, and to encourage continued initiative.

SELECTING AWARDS

The choice of award should appropriately match the contribution. More than one award may be appropriate, or a single award may match the accomplishment perfectly. The summary below and the awards chart are quick reference guides to selecting the right award for the contribution. Additional and more specific procedural and approval requirements follow in sections dedicated to each award type.

Special Act Awards recognize one-time special contributions or accomplishments made by employees. They usually acknowledge somewhat significant acts over and above the employee's normal position requirements. This type of award would be appropriate for the successful accomplishment of a significant program or project. The amount of the cash award is based on the contribution's benefit (either tangible or intangible) to the organization.

On-the-Spot Awards are designed to recognize one-time notable achievements which are somewhat less significant than those recognized by a Special Act Award. These awards range from \$25 to \$750. On-the-Spot Awards are particularly appropriate for rewarding employee efforts that might otherwise go unrecognized.

Quality Step Increases (QSIs) are General Schedule (GS) step increases given in recognition of continued excellence in performance and in the expectation that the high quality performance will continue in the future. The funds for this award are derived from future salary funds rather than fiscal year award funds.

Sustained Excellence Awards are awards given in recognition of outstanding sustained excellent performance. The size of the award can be small or up to 10 percent of salary (20% with Navy's approval). Strong detailed award documentation is required to justify this award.

Honorary Awards provide a means for the command to recognize and distinguish its top performers. These are excellent tools to recognize employees who make major contributions to the goals and mission of the TEAM or to their career field. An extremely large number of honorary awards exist. In addition to a variety of standing honorary awards, which may be awarded at any time, there are numerous honorary awards, which have specific nomination due dates. Requests for nominations for these awards are announced every quarter via the Human Resources Office (HRO) Home Page at <http://hro.navair.navy.mil>.

The Commander's Award is Commander, Naval Air Systems Command (COMNAVAIRSYSCOM's) distinguished annual recognition award for teams. Selection is based on the team's contribution to the command's goals and mission.

"You Made a Difference Award" is a TEAM-wide peer recognition award program designed to allow employees to recognize other employees who helped them accomplish a significant task.

Time-Off Awards are awards of time-off without loss of pay or charge to leave. These awards are an alternative to monetary or non-monetary awards or, they may be used in addition to such awards. Various limitations on the use of these awards apply.

Length of Service Awards are designed to give recognition to an employee's years of federal service.

Area Specific Awards are developed and administered by the business unit. They may include informal recognition awards, honorary awards, special act, time-off, or any combination thereof.

Informal Recognition Awards are non-monetary awards, e.g. coffee mugs, pen and pencil sets, paperweights, tee shirts, etc.

Invention Awards are given to employees whose inventions are adopted for implementation.

Suggestion Awards are given to employees who identify and have adopted for implementation a suggested improvement or cost reduction that benefits the organization in a tangible or intangible way.

AWARDS CHART

Award	Type	Scope of Contribution	Individual/team	Amount (Range)	Nomination	Approval
Special Act	Cash	Significant / one-time	Both	\$25 to >\$10K	LCM/S* or Team Leaders	LCM/S* <= \$2500 NCL* <= \$5000 COMNAVAIRSYSCOM /PEO* <= \$7500
On-the-Spot	Cash	Limited / one-time	Both	Range: \$25-\$750	LCM/S* or Team Leaders	LCM/S*
QSI	Salary Increase	Significant / Continuing	Individual (GS only)	One within-grade increase	LCM/S*	LCM/S*
Sustained Excellence	Cash	Significant / Continuing	Both-usually individual (GS/FWS only)	Up to 20% of salary	LCM/S* or Team Leader	LCM/S* <= \$2500 NCL* <= \$5000 COMNAVAIRSYSCOM /PEO* <= \$7500
Honorary	Recognition	Significant / various	Both- usually individual	N/A	LCM/S* or Team Leader	See Description (Pages 15 - 17)
NAVAIR Commanders	Recognition Cash	Significant / Competitive	Team	TBD	LCM/S*, Team Leader, Area Commanders	COMNAVAIRSYSCOM
"You Made a Difference"	Recognition	Varies	Usually individual	N/A	Peer	OOCMC*
Time-Off	Time-off	Limited-Moderate / One-time	Both	Up to 40 hours for a single act; 80 hours max per year	LCM/S* or Team Leader	LCM/S* <= 1 day Higher LCM/S* > 1 day
Length of Service	Certificate/Pin	Service time	Individual	N/A	N/A	N/A
Informal Recognition Awards	Non-monetary item	Limited	Both- usually team	Item	LCM/S* or Team Leader	LCM/S* Team Leader
Invention	Cash	Significant	Both	Patent Counsel	Self	Patent Counsel
Suggestion	Cash	Varies	Both- usually individual	See Description	Self	Process Owner

* LCM/S= Local Competency Manager/Supervisor

NCL= National Level 1 Competency Leader

COMNAVAIRSYSCOM = Commander, Naval Air Systems Command

OOCMC= NAVAIRHQ Command Master Chief

SPECIAL ACT AWARDS

1. Description

Special Act Awards are monetary awards used to recognize non-recurring contributions by an individual or a group of employees for efforts that exceed expected job performance. Special Act Awards may also provide individual or group recognition for contributions outside normal job responsibilities, such as an exemplary accomplishment, scientific or research achievement, act of heroism, or courageous handling of an emergency situation related to official employment.

2. Determining Award Amount

The appropriate amount of award is based on the tangible and intangible benefits charts outlined on the following two pages.

3. Procedure

Team leaders or local competency managers/supervisors will nominate and a higher level manager with funding authorization will review and approve worthy award nominations. Enclosure (2), NAVAIR 12451/1 (8/98), or a local equivalent, will be used to document this award. This monetary award may be presented at any time.

4. Approval Guidance

Within the limitations of the tangible and intangible benefits charts outlined on the following two pages, approval guidance is specified below:

Approving Official

Local competency managers/supervisors

National Level 1 Competency Leader

COMNAVAIRSYSCOM/ PEOs

Secretary of the Navy (SECNAV)*

Department of Defense (DoD)/

Office of Personnel Management (OPM) via SECNAV

Maximum approval authority

\$2,500 per individual

\$5,000 per individual

\$7,500 per individual

\$10,000 per individual

greater than \$10,000 per individual

*SECNAV approval requests must be routed through COMNAVAIRSYSCOM, the Department of the Navy Awards Review Panel (DARP), the Office of the Deputy Assistance Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (DASN(CP/EEO)), and the Executive Personnel and Leadership Development Division (DP6).

SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	<i>LIMITED</i>	<i>EXTENDED</i>	<i>BROAD</i>	<i>GENERAL</i>
	Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
<i>MODERATE</i> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$500	\$501 - \$750	\$751 - \$1,000	\$1,001 - \$1,500
<i>SUBSTANTIAL</i> Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.	\$501 - \$750	\$751 - \$1,000	\$1,001 - 1,500	\$1,501 - \$3,150
<i>HIGH</i> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000
<i>EXCEPTIONAL</i> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.				

**SCALE OF AWARD AMOUNTS BASED ON
TANGIBLE BENEFITS**

BENEFITS

Estimated First-Year Benefits

Up to \$10,000 in benefits

Between \$10,000 and \$100,000
in benefits

More than \$100,000 in benefits

AWARD

Amount of Award to Employee

10 percent of benefits

\$1,000 plus 3 percent to 10 percent
of benefits over \$10,000

\$3,700 to \$10,000 for the first \$100,000 in benefits, plus 0.5 percent to 1 percent of benefits above \$100,000 up to \$25,000, with the approval of the OPM via the Office of the Secretary of Defense (OSD). Presidential approval is required for all awards of more than \$25,000.

ON - THE - SPOT AWARDS

1. Description

An On-the-Spot Award is given for a one-time achievement designed to quickly recognize employee efforts that result in service of an exceptionally high quality or quantity. This award is particularly appropriate for rewarding employees' efforts that might otherwise go unrecognized. On-the Spot Awards range from \$25 to \$750 commensurate with the nature of the service or act being recognized. Examples of achievements that may be considered for an On-the-Spot Award are:

- a. making a high quality contribution involving a difficult or important project or assignment.
- b. accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unplanned requirements.

2. Determining Award Amount

The appropriate award amount is based on the tangible and intangible benefits charts outlined on the following page.

3. Procedure

NAVAIR 12451/1 (8/98) enclosure (2), or a local equivalent, should be used to nominate and process On-The-Spot Awards. Local competency managers/supervisors or team leaders may nominate employees and a higher-level competency manager/supervisor with funding authorization will approve worthy award nominations.

4. Approval Guidance

Within the limitations of the tangible and intangible benefits charts outlined on the following page, approval is specified below:

Approving Official

Local competency managers/supervisors

Maximum approval authority

\$750 per individual

**SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS
FOR ON-THE-SPOT AWARDS**

VALUE OF BENEFIT	EXTENT OF APPLICATION	
	LIMITED	EXTENDED
	Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.
MODERATE Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$500	\$501 - \$750
SUBSTANTIAL Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.	\$501 - \$750	

**SCALE OF AWARD AMOUNTS BASED ON TANGIBLE BENEFITS
FOR ON-THE-SPOT AWARDS**

BENEFITS

AWARD

Estimated First-Year Benefits

Amount of Award to Eligible

Up to \$7,500 in benefits

10 percent of benefits

QUALITY STEP INCREASES (QSIs)

1. Description

A QSI is a permanent increase by one step within the recipient's grade level. QSIs may be granted to employees covered under the GS in recognition of high quality sustained performance above and beyond that which is normally expected. Employees are eligible for only one QSI within any 52-week period.

2. Selection Criteria

Since a QSI is a permanent increase and will impact future salary projections, careful consideration should be given before it is granted. To be eligible for a QSI, GS employees must meet all of the following criteria:

- a. the employee's last rating of record must be "Acceptable" or higher;
- b. demonstrated sustained performance of high quality significantly above that expected at the "Acceptable" level (i.e., exceeded the "Acceptable" criteria depicting unusually good or excellent quality or high quantity of work provided ahead of schedule and with less than normal supervision);
- c. made a significant contribution to the organization's mission; and
- d. there is an expectation that the high quality performance will continue in the future.

3. Procedure

The local competency manager/supervisor must justify the nomination using NAVAIR 12451/1 (8/98) enclosure (2) or a local equivalent. The next level competency manager with fiduciary authority will review and approve worthy nominations. In addition to the award form, a personnel action must be initiated to affect this award. Business units may establish additional approval requirements in collaboration with National Level 1 Competency Leaders.

SUSTAINED EXCELLENCE AWARDS

1. Description

Sustained Excellence Awards may be granted for demonstrated, sustained, and excellent performance. Typically this award is granted to individuals, however groups or teams are also eligible to receive this award. This type of recognition is appropriate when an employee(s) consistently performs substantially beyond expectations. Sustained Excellence Awards are a one-time cash award and will not alter the employee's rate of pay. Only the GS or the Federal Wage System employees may be granted a Sustained Excellence Award. Demonstration Project Employees and members of the Senior Executive Service (SES) are ineligible for this particular award.

2. Selection Criteria

Employees must meet the following criteria to receive a Sustained Excellence Award:

- a. the employee's last rating of record must be "Acceptable" or higher;
- b. demonstrated sustained performance of high quality, significantly above that expected at the "Acceptable" level (i.e., exceeded the "Acceptable" criteria depicting unusually good or excellent quality or high quantity of work provided ahead of schedule and with less than normal supervision); and
- c. the performance resulted in a significant contribution to the organization's mission or a continuously high quality product or service to customers.

3. Procedure

Sustained Excellence Awards may be granted at any time during the performance year. The local competency manager/supervisor or team leader may nominate the employee(s) using NAVAIR 12451/1 (8/98) enclosure (2), or a local equivalent. The nominating official must provide substantial written documentation to justify the basis and the award amount. The next level competency manager/supervisor with fiduciary authority will review and approve worthy nominations.

4. Approval Guidance

The amount of a Sustained Excellence Award may be determined using a specific dollar amount or a percentage of basic pay. Basic pay is determined without taking into account any locality-based comparability, interim geographic adjustment, or special law enforcement adjustment. Managers may grant Sustained Excellence Awards within the dollar thresholds below: *

<u>Approving Official</u>	<u>Maximum approval authority</u>
Local Competency Managers/Supervisors	\$2,500 per individual
National Level 1 Competency Leaders	\$5,000 per individual
COMNAVAIRSYSCOM/ PEOs	\$7,500 per individual
SECNAV*	\$10,000 per individual
DoD/OPM via SECNAV	greater than \$10,000 per individual

***Awards exceeding 10 percent, and up to 20 percent of an employee's annual rate of basic pay, must be approved by the Secretary of the Navy.**

GOVERNMENT-WIDE, DoN-WIDE AND DoD-WIDE HONORARY AWARDS

1. Description

Honorary awards provide a means for the TEAM to recognize and distinguish its top civilian and military performers. These are excellent tools to recognize employees who make major contributions to the goals and mission of the TEAM or to their career field.

2. Criteria

a. There are numerous honorary awards available that include a broad range of awards for significant contributions. Some are designed to recognize a specific kind of contribution, e.g., scientific achievement, inventions, and public safety.

b. The following pages provide a partial listing of noteworthy government-wide, DoN-wide and DoD-wide Honorary Awards and associated criteria. All currently available honorary awards and their associated criteria may be obtained from the HRO Home Page at <http://hro.navair.navy.mil>.

3. Procedure

Each quarter the NAVAIR Awards PA will issue an updated, web-based awards call for honorary awards nominations. This quarterly call will contain a brief description of the award, the approval process and the nomination deadline. Local competency managers/supervisors and team leaders should regularly scan this web-site to stay abreast of applicable honorary awards. The team leader or local competency manager/supervisor will submit the nominations to the designated higher-level competency manager/supervisor for concurrence using the appropriate nomination format/form. Nominations are forwarded following the outlined approval process for that particular award and submitted through the local awards PA to the NAVAIR Awards PA. The NAVAIR Awards PA will ensure nominations are accurately tracked, reviewed for completeness, and forwarded to the appropriate competency for final review and endorsement.

Note:

- Priority processing at all levels is required to ensure nomination packages are submitted timely.
- Avoid overemphasis on granting awards to retiring employees.

HONORARY AWARDS CHART

AWARD TYPE	GRANTED FOR	GRANTED TO	GRANTED BY
Letter of Appreciation	Any Noteworthy Contributions	Civilian or Military Employees	All Management levels
DoN Civilian Service Awards*		Civilian Employees	
Meritorious	Service or contributions high in value and/or benefits to DoN, such as at the local activity level		National Competency Level 1 Leader/Area Commander/Commanding Officer
Superior	Service or contributions exceptional in value and/or benefits to DoN such as at the command level		COMNAVIAIRSYS-COM/PEOs
Distinguished	Extraordinary service or contribution of major significance to DoN, including great courage and personal risk		SECNAV
DoN Public Service*	See Program Administrator	Private citizens	COMNAVIAIRSYS COM/PEO
Outstanding Federal Employee With Disabilities	Recognizes employees with a disability who have displayed exceptional job performance despite disabling factors. Must be involved in one or more community activities.	Civilian employees with disabilities	Assistant Secretary of the Navy for Manpower and Reserve Affairs

AWARD TYPE	GRANTED FOR	GRANTED TO	GRANTED BY
DoD Civilian Service Award*	(Prerequisite: DoN Distinguished Award)	DoD Civilians	Secretary of Defense (SECDEF)
Distinguished	Careers that reflect extremely significant, broad contributions to DoD economy, efficiency, or operations.	DoD Civilians	SECDEF
DoD public service*	See Program Administrator	Private Citizens	SECDEF
SECDEF Letter of Commendation*	A single suggestion, special act, or productivity initiative that resulted in \$100K or more first year savings. Initiative must be over and above regular job requirements.	Individuals or Groups	SECDEF
SECDEF Award for Productivity Excellence	Same as above, except that initiative resulted in \$1 million or more in first year savings.	Individuals or Groups	SECDEF
GEICO Public Service	Excellence, dedication, and accomplishment in public service on one of four categories: <ul style="list-style-type: none"> - Fire prevention/safety - Traffic/safety/accident prevention - Physical rehabilitation - Substance Abuse Prevention 	Civilian employees	GEICO

AWARD TYPE	GRANTED FOR	GRANTED TO	GRANTED BY
Presidential awards for outstanding Federal employees with disabilities	Recognizes 10 federal employees with disabilities who have displayed exceptional job performance despite disabling factors, and who have made contributions through community involvement.	Civilian employees	Office of the President
President's volunteer action	Volunteer activities of benefit to the community, state, or nation.	Individuals	Office of the President
Letter of Commendation from the Office of the President*	Suggestion, invention, or other act which produced tangible savings for \$250K or more. For civilian nominees, must have been recognized by a Civilian Incentive Award.	Civilian or Military	Office of the President
Presidential Management Improvement Award	Must have received a Presidential Letter of Commendation. This award is for extraordinary contributions toward cost savings and management improvement.	Civilian or Military	Office of the President

*These awards may be given at any time.

NAVAIR COMMANDER'S AWARD

1. Description

The Commander's Award is designed to recognize team contributions which most significantly supported the TEAM's mission, goals and objectives. This award is a distinguished command honorary award which includes a cash award, as appropriate.

2. Selection Criteria

Awards will be presented annually to the teams who most significantly supported the TEAM's mission, goals and objectives by promoting innovative ideas and concepts resulting in substantial tangible or intangible benefits. Specific selection criteria will be developed by the COMNAVAIRSYSCOM on an annual basis.

3. Determining Award Amount

It is the NAVAIR Award Board's responsibility to determine the appropriate award amount using the tangible and intangible benefits charts outlined on the following two pages.

4. Procedure

Requests for nominations will be announced in January through the NAVAIR Quarterly Honorary Awards call. Competencies, business units and PEOs may submit their nominations for the prior year's awards to the NAVAIR Awards PA. Nominations must include specifics about the team members (names, duty stations, titles, grades/ranks, competencies, and social security numbers) and details of the team's specific achievement/contribution. Nominees will be reviewed and ranked by the NAVAIR Awards Board, with 1st, 2nd and 3rd place recommendations being forwarded to the COMNAVAIRSYSCOM for selection.

All nominees, as well as recipients, will receive a letter of acknowledgement from the COMNAVAIRSYSCOM. The awardees will be ceremoniously presented with certificates, plaques and a cash award as appropriate.

SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	<i>LIMITED</i> Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	<i>EXTENDED</i> Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	<i>BROAD</i> Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	<i>GENERAL</i> Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
<i>MODERATE</i> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$500	\$501 - \$750	\$751 - \$1,000	\$1,001 - \$1,500
<i>SUBSTANTIAL</i> Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.	\$501 - \$750	\$751 - \$1,000	\$1,001 - 1,500	\$1,501 - \$3,150
<i>HIGH</i> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300
<i>EXCEPTIONAL</i> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

**SCALE OF AWARD AMOUNTS BASED ON
TANGIBLE BENEFITS**

<u>BENEFITS</u>	<u>AWARD</u>
<u>Estimated First-Year Benefits</u>	<u>Amount of Award to team</u>
Up to \$10,000 in benefits	10 percent of benefits
Between \$10,000 and \$100,000 in benefits	\$1,000 plus 3 percent to 10 percent of benefits over \$10,000
More than \$100,000 in benefits	\$3,700 to \$10,000 for the first \$100,000 in benefits, benefits above \$100,000 up to \$25,000, with the approval of the Office of Personnel Management via the OSD. Presidential approval is more than \$25,000.

“YOU MADE A DIFFERENCE” AWARD

1. Description

The “You Made a Difference Award” is a peer-recognition award that allows military and civilian employees to recognize a co-worker who helped them accomplish a significant task in support of the TEAM’s mission. Award recipients receive an official NAVAIR coin to commemorate their acts. Each coin will be inscribed with the NAVAIR seal and the words “You Made a Difference.”

2. Procedure

This TEAM-wide award is administered through the Command Master Chief’s office (AIR-OOCMC). Nominations may be submitted by email directly to connorji@navair.navy.mil and must include the nominee’s name, organization, point of contact name and telephone number and a detailed description of the award-deserving service. Submissions are collected throughout the month and reviewed by the Vice Commander and the Command Master Chief. Awards will be presented the following month.

TIME-OFF AWARDS

1. Description

Time-off from duty may be granted, without loss of pay or charge to leave, in recognition of superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations. Time-Off Awards can be used alone or in combination with monetary or non-monetary awards to recognize the contributions by the same employee.

Examples of achievements that may be considered for a Time-Off Award are:

- a. making a high quality contribution involving a difficult or important assignment;
- b. displaying special initiative and skill in completing an assignment or project before the deadline;
- c. using initiative and creativity in making improvements in a product, activity, program, or service;
- d. ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload; and
- e. accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

2. Determining Award Amount

The appropriate amount of time-off to grant as an award should be determined using the attached Time-Off Awards Scale. Use of this scale will ensure that the amount of time-off granted is commensurate with the individual's contribution or accomplishment. The following limitations and guidelines apply:

- a. The total amount of time-off that may be granted to a civilian employee during one leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.
- b. The maximum amount of time that may be granted for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution will be one-half the maximum amount of time that could be granted during the year.
- c. Time-off granted as an award must be scheduled and used within one year after the award is granted. Any unused amount remaining after that time will be forfeited without further compensation to the employee.

- d. A Time-Off Award does not convert to cash under any circumstances.
- e. Time-Off Awards shall not be granted to create the effect of a holiday or treated as an administrative excusal or leave.
- f. The Time-Off Award can be transferred within the DoN. However, if the employee is transferring to another DoD activity or outside DoD, the time-off cannot be transferred. In this case, the employee should be allowed to use the award prior to the transfer.

3. Procedure

- a. NAVAIR 12451/1 (8/98), enclosure (2), or a local equivalent, shall be used to nominate and process Time-Off Awards. Team leaders or competency managers/supervisors will nominate employees for Time-Off Awards.
- b. The employee's Leave and Earnings Statement (LES) will reflect the time-off balance available to the employee. Employees should request the time-off in the same manner as they request annual leave.

4. Approval Guidance

Full consideration of wage costs and productivity loss should be given when approving and granting Time-Off Awards. A competency manager/supervisor may approve a Time-Off Award of up to one work day. A higher level competency manager/supervisor may approve Time-Off Awards not to exceed 40 hours for a single contribution or 80 hours in one leave year.

TIME-OFF AWARDS SCALE

Value to Organization

Number of Hours

Moderate

1 to 10

(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

Substantial

11 to 20

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

High

21 to 30

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

Exceptional

31 to 40

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure with significant impact.

LENGTH OF SERVICE AWARDS

1. Description

Length of Service Awards are granted in recognition of years of federal service. These awards recognize significant milestones in employees' careers. The award is based on total years of federal service rather than service to a particular agency or department. When a length of service is computed employees should receive credit for total federal service, including civilian and all honorable military service. This type of recognition of employees is encouraged but not required.

2. Procedures

Local award procedures apply; however the 40, 45, and 50 year service awards consist of a certificate signed by the SECNAV and a pin.

INFORMAL RECOGNITION AWARDS

1. Description

Informal Recognition Awards are non-monetary awards, e.g. coffee mugs, pen and pencil sets, paperweights, tee shirts, etc. OPM considers informal recognition awards an appropriate method of providing recognition for employee and group contributions. Informal recognition awards are normally administered by the business unit and, although they have less formal approval procedures and presentation settings than other awards, the following conditions must be met:

a. The act or service recognized must be related to the employee's official employment. This must be acknowledged as part of any presentation, however informal.

b. The award must be of nominal value and the value should be commensurate with the contribution being recognized. Items purchased shall not normally exceed \$50 per employee recognized and shall avoid the appearance of replacing cash (e.g. gift certificates and savings bonds).

c. The items bestowed must be appropriate for use in the public sector and must be purchased with the funds competencies and PEOs are authorized to use for awards. The selection of the item must demonstrate good judgement, avoiding public disapproval and embarrassment to the DoN and/or the command.

d. An award form (NAVAIR 12451/1 (8/98), enclosure (2), or a local equivalent) or a memo for the record must be completed and retained with the local accounting documentation to justify and document the granting of the award.

2. Procedure

Any local competency manager/supervisor or team leader may purchase informal recognition awards or conduct award recognition ceremonies to recognize outstanding employee achievements. Limitations and documentation requirements are mentioned above.

AREA SPECIFIC AWARDS

1. Description

Business units may establish, disestablish and control awards specific and unique to their business units within the guidelines of law, regulation and authority. Any combination of award alternatives described in this instruction may be used to create these area-specific awards.

2. Selection Criteria and Procedure

The selection criteria, as well as the nomination and approval procedures are established and administered within the business unit.

INVENTION AWARDS

1. Description

An invention is any patentable original design, or improvement of existing design for a machine, process, or manufactured item.

2. Criteria

a. Individual civilian and military employees and groups of employees are eligible to receive Invention Awards. To be considered for an award, an invention must:

(1) identify an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government; and

(2) be adopted in whole or in part for implementation. The invention should set forth a specific proposed course of action to achieve improvement or cost reduction.

b. If the conditions above are not met, but the invention is determined to be of value to the DoN or DoD and the inventor consents to consideration of an award, the inventor will be required to sign a claim waiver agreement in order to be paid an award.

3. Award Payment

An initial monetary award may be paid when the patent application is filed and an additional monetary award may also be paid when the patent covering the invention is granted. If an application for a patent is placed under a secrecy order, the additional award will be paid when the U.S. Patent Office issues a Notice of Allowability. Awards under this section are not authorized if a monetary award has been paid for the same contribution as a Beneficial Suggestion.

4. Procedure

The local awards PA and the local office of the Associate Counsel for Intellectual Property (Patent Counsel) may be contacted for additional invention award information. The local Patent Counsel provides guidance and direction on applying for a patent. Invention Awards will be granted based on the Patent Counsel's recommendations.

SUGGESTION AWARDS

1. Description

a. The Beneficial Suggestion Awards Program provides a formalized process to present ideas for improvement to management. The program was established to encourage and stimulate the submission of ideas that will improve operations and/or decrease costs. A suggestion is an idea that originates on the job and benefits the government, but cannot be implemented by the suggestor. Employees whose suggestions are adopted are given recognition and, if appropriate, monetary awards. To be considered for an award, a suggestion must:

(1) identify an improvement in the quality of operations, a cost reduction opportunity or an improvement in the timeliness of service and delivery that result in tangible or intangible benefits to the government; and

(2) be adopted in whole or in part for implementation. The suggestion should identify a specific proposed course of action to achieve the improvement or cost reduction.

b. Ideas or suggestions that identify the need for routine maintenance work, recommend enforcement of an existing rule, propose changes in housekeeping practices, recommend changes to instructions or manuals, call attention to errors or alleged violations of regulations, or result in intangible benefits of “good will” are not eligible for consideration. Ideas for changes or improvements that clearly fall within the employee’s job responsibilities do not constitute suggestions.

2. Evaluating Suggestion Awards and Determining Award Amount

a. It is the evaluator’s responsibility to calculate the first year savings/benefits to the Navy and to determine award amounts to be granted using the tangible and intangible benefits charts outlined on the following pages. In some instances, when contributions are extraordinary and savings to the government considerable, suggestors may be eligible for an honorary award in addition to a monetary award.

b. Evaluators are also responsible for preparing recommendations for non-adoption of suggestions, including explanations informing the employee of the reasons for not adopting the suggestion. Evaluations and final determinations should be made at the lowest reasonable level.

c. It is also the evaluator’s responsibility to take action that will implement the proposed change if approved. This includes gaining the program funding commitment to implement the suggestion, when applicable.

3. Procedure

Any civilian employee or military member interested in contributing their ideas to management under the Beneficial Suggestion Award Program should contact their local awards PA for further guidance on the submission and approval of these awards.

4. Reconsideration/Resubmission

Requests for reconsideration may be submitted in writing to the NAVAIR PA within 90 days of receipt of the action. The request must include substantiating reasons for the reconsideration. A NAVAIRHQ manager will make the final determination on the reconsideration.

SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	<i>LIMITED</i> Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	<i>EXTENDED</i> Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	<i>BROAD</i> Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	<i>GENERAL</i> Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
<i>MODERATE</i> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$500	\$501 - \$750	\$751 - \$1,000	\$1,001 - \$1,500
<i>SUBSTANTIAL</i> Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.	\$501 - \$750	\$751 - \$1,000	\$1,001 - 1,500	\$1,501 - \$3,150
<i>HIGH</i> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300

<i>EXCEPTIONAL</i> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000
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SCALE OF AWARD AMOUNTS BASED ON TANGIBLE BENEFITS

BENEFITS

AWARD

Estimated First-Year Benefits

Amount of Award to Employee

Up to \$10,000 in benefits

10 percent of benefits

Between \$10,000 and \$100,000 in benefits

\$1,000 plus 3 percent to 10 percent of benefits over \$10,000

More than \$100,000 in benefits

\$3,700 to \$10,000 for the first \$100,000 in benefits, plus 0.5 percent to 1 percent of benefits above \$100,000 up to \$25,000, with the approval of the OPM via the OSD. Presidential approval is required for all awards of more than \$25,000.

AWARD NOMINATION

TO: ADMINISTRATOR, AWARDS PROGRAM

1. RECOMMENDATION FOR AWARD

EMPLOYEE NAME	SOCIAL SECURITY NO	POSITION	GRADE	CODE & ORGANIZATION
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CODE OF COMPETENCY RESPONSIBLE FOR AWARD PAYMENT:

JON:

2. TYPE OF AWARD

<input type="checkbox"/> SPECIAL ACT/SERVICE	<input type="checkbox"/> QSI AWARD	AMOUNT OF RECOMMENDED AWARD (\$ AMOUNT/HOURS OFF): _____ PERIOD OF ACCOMPLISHMENT: _____
<input type="checkbox"/> ON-THE-SPOT AWARD	<input type="checkbox"/> TIME-OFF	
<input type="checkbox"/> SUSTAINED EXCELLENCE AWARD	<input type="checkbox"/> OTHER	

DESCRIPTION OF ACCOMPLISHMENT:

3. ESTIMATE OF BENEFITS (COMPLETE A AND/OR B FOR SPECIAL ACT AND ON-THE-SPOT AWARDS)

A. INTANGIBLE BENEFITS:

VALUE	<input type="checkbox"/> MODERATE	<input type="checkbox"/> SUBSTANTIAL	<input type="checkbox"/> HIGH	<input type="checkbox"/> EXCEPTIONAL
EXTENT OF APPLICATION	<input type="checkbox"/> LIMITED	<input type="checkbox"/> EXTENDED	<input type="checkbox"/> BROAD	<input type="checkbox"/> GENERAL

B. TANGIBLE BENEFITS: COMPUTE LABOR SAVINGS AT ACTUAL COST FOR FIRST YEAR OF APPLICATION IF APPLICABLE. COMPUTE SAVINGS AND ATTACH SEPARATE SHEET.

NOMINATING OFFICIAL
(RESPONSIBLE FOR COORDINATION WITH EMPLOYEE'S SUPERVISOR)
NAME/SIGNATURE/CODE/PHONE EXT:

AWARD AMOUNT/TIME-OFF: _____

DATE: _____

APPROVING/AUTHORIZING OFFICIAL
NAME/SIGNATURE/CODE/PHONE EXT.

DATE:

APPROVING SIGNATURE AUTHORIZES AND DESIGNATES
ACCOUNTABILITY FOR THE EXPENDITURE OF GOVERNMENT FUNDS

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